



Graphic Standards



INTRODUCTION

This Graphic Standards Manual sets guidelines for appropriate treatment of the Kansas logo as well as other visual elements such as typography, layout and photography. Everyone involved in the creation of communication materials should carefully study and apply these guidelines as we work together to assure a consistent, uniform look for state agency communications.

To request an exception from these graphic standards, please contact **Sherriene Jones-Sontag, Communications Director for Governor Sam Brownback** at **Media@ks.gov** or **(785) 368-7138**.

TABLE OF CONTENTS

State Agency Logos	3
Logo Colors	5
Reverse Applications	6
Logo Size Preferences and Alternate Configurations	7
Logo Staging Area	8
Unacceptable Logo Applications	9
Kansas Fonts	10
Address Block Type	13
Stationery Standards	14
Use of the State Seals	16
Applying the Graphic Standards	16

STATE AGENCY LOGOS

This page illustrates the use of the Kansas logo for state agencies. All agencies are encouraged to adopt the logo to project a consistent brand throughout state government. Proper and consistent use of the logos is essential to establishing and maintaining a strong brand image.

Do not recreate the logo. Use **ONLY** the original art provided by the State Printer or Department of Commerce.

STATE AGENCY LOGO APPLICATION

LOGOTYPE —————

AGENCY NAME —————



—————
DIVISION NAME

STATE AGENCY LOGOS

Each state agency logo is unique. Do not recreate the logos. Use **ONLY** the original art provided by the State Printer or Commerce.



LOGO COLORS

The examples shown on this page and the following page are the **ONLY** acceptable color combinations permitted.

LOGO COLOR SPECIFICATIONS



KANSAS GOLD

(or PANTONE® 7409 C/U)

Process 0c 33m 98y 0k

RGB 241r 173g 2b



KANSAS BLUE

(or PANTONE® 281 C/U)

Process 100c 85m 0y 20k

RGB 0r 37g 105b

The colors shown throughout this manual have not been evaluated by Pantone, Inc., for accuracy and may not match the PANTONE Color Standards. Consult current PANTONE Publications for accurate color. PANTONE® is the property of Pantone, Inc.

If a one-color logo is used on a color background (not white), it is permissible to use the one-color logo with a solid banner reversing out the Ad Astra Per Aspera.

PREFERRED



ALLOWED



ALLOWED



ALLOWED



REVERSE APPLICATIONS

The logo may be reversed out of any color that provides enough contrast for it to read clearly. It may also be reversed out of a photograph as long as there is adequate contrast and if the detail in the photo does not obscure the logo.

In either case, the preferred version is gold and white (top example), as long as the gold star ribbon contrasts well with the background image.



If a reversed-out logo is used in a small size, it is permissible to make the "Ad Astra Per Aspera" transparent.

LOGO SIZE PREFERENCES AND ALTERNATE CONFIGURATIONS

Whenever possible, the logo should be at least 1-1/4" in length.

PREFERRED



ALLOWED



LOGO STAGING AREA

Staging refers to the amount of clear space surrounding the Kansas or agency logo. Adequate staging achieves separation from other elements such as images, copy blocks, headlines and the edge of the page. Ample staging will set off the logo with impact.

Whenever possible, allow 3/8" white space surrounding the logo.

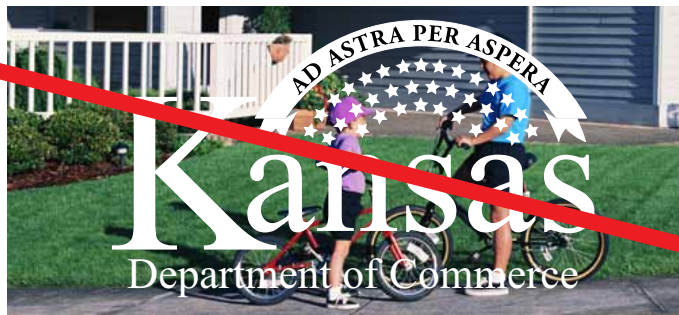
AGENCY LOGO STAGING AREA



X = 3/8"

UNACCEPTABLE LOGO APPLICATIONS

To ensure a consistent visual brand image it is important to use only the artwork available through the State Printer or Commerce. This artwork should never be altered.



Do not overprint or reverse out of busy backgrounds.



Elements that make up the logo should not be rearranged.

KANSAS FONTS FOR PRINT

There are two font families approved for the Kansas state brand: Futura and Times New Roman. Limit use to these two fonts to ensure a consistent and identifiable look. (See exception for electronic communications on page 12.)

Futura is the dominant font for the majority of uses such as ads, collateral, signage, banners, etc. A sampling of the fonts within the Futura family appears here and on the next page.

The non-condensed fonts shown here are the preferred fonts for most applications.

Note: Many KDOT employees do not have the Futura fonts on their computers. Arial is an acceptable substitute.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Futura Book

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Futura Book Italic

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890**

Futura Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890**

Futura Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Futura Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Futura Light Italic

KANSAS FONTS (continued)

The condensed Futura fonts may be used in situations where space does not allow the use of the standard fonts shown on page 10.

Note: Many KDOT employees do not have the Futura fonts on their computers. Arial is an acceptable substitute.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Futura Book Condensed

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Futura Condensed Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Futura Condensed Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Futura Condensed Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Futura Condensed Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Futura Condensed Light Italic

KANSAS FONTS (continued)

Times New Roman is the preferred font for body copy in collateral materials and other long text documents.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Times New Roman

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890*

Times New Roman Italic

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890**

Times New Roman Bold

***ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890***

Times New Roman Bold Italic

FONTS FOR ELECTRONIC MEDIA

Arial is the preferred font for use in electronic media such as websites, e-newsletters and e-mail. Verdana is an acceptable substitute.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Arial

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890**

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz1234567890

Verdana

ADDRESS BLOCK TYPE

Futura is the preferred font for address blocks. However, if this font is unavailable, Times New Roman may be used.

Typography:
In this example, the address
is set in Futura Book.



PREFERRED



Address
City, State, Zip

Typography:
In this example, the address
is set in Times New Roman.



ALLOWED



Address
City, State, Zip

STATIONERY STANDARDS

The layouts on this page show the preferred versions for letterhead, #10 envelopes and business cards for a typical state agency.

Typography:
Body of letter should be set in Times New Roman.

Agency names
should be used
exactly as specified
on page 4.

Northwest Regional Office
332 E. 8th St.
Hays, KS 67601-4145



Department of Commerce

Phone: (785) 625-4732
Fax: (785) 625-0092
TTY: 711
Email: dsteffen@kansascommerce.com
KansasCommerce.com

Pat George, Secretary

Sam Brownback, Governor

Northwest Regional Office
332 E. 8th St.
Hays, KS 67601-4145




Department of Commerce
Business Development

Phone: (785) 625-4732
Fax: (785) 625-0092
TTY: 711
Email: dsteffen@kansascommerce.com
KansasCommerce.com

Pat George, Secretary

Sam Brownback, Governor



Sam Brownback, Governor

Office of the Governor

Capitol Building
Room 241-South
Topeka, KS 66612



Department of Commerce

FIRST MIDDLE LAST NAME
TITLE

Division Name
Street Address, Room Number
City, KS Zip Code


Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
Email: address@ks.gov

STATIONERY STANDARDS (continued)

The layouts on this page show the preferred versions for faxes, memos, note cards, note card envelopes, mailing labels and name tags.

FAX


COMPANY:
ATTENTION:
FAX:
FROM:
DATE:
PAGES:



Address
City, State, Zip

MEMO

DATE:
TO:
FROM:
CC:
RE:



Address
City, State, Zip
Phone: Fax:
TTY:
E-mail address:
Website:

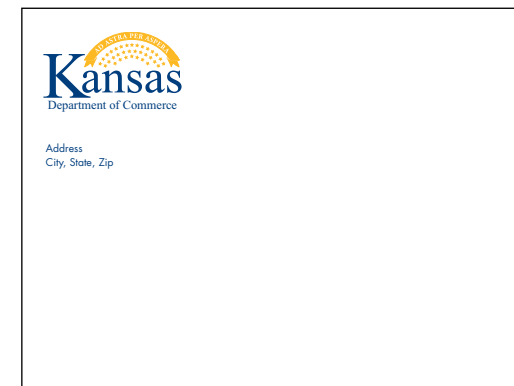
MEMORANDUM



NOTE CARD - FRONT



NOTE CARD - BACK



NOTE CARD ENVELOPE



MAILING LABEL



NAME TAG

USE OF THE STATE SEALS



Kansas State Seal

Kansas State Seal: Use with any appropriate agency materials.



Great Seal of the State of Kansas

Great Seal of the State of Kansas:

Use only with the approval of the Governor's Office. This version of the seal is used only for official documents issued by the Governor.

Seals can be screened back if desired.

APPLYING THE GRAPHIC STANDARDS

The following pages contain numerous examples of proper application of the graphic standards. By applying all the guidelines presented on the previous pages, and by avoiding unacceptable applications (see page 9), all materials produced for all State Agencies will take on a consistent, professional look.

APPLYING THE GRAPHIC STANDARDS: SAMPLE TWO-COLOR REPORT COVER

Typography:
In this example, the title
and subtitle is set in Futura.

KANSAS DEPARTMENT OF COMMERCE 2010 ANNUAL REPORT

Logo Position:
Always follow the rules of
logo staging (see page 8) to
provide enough clear space
around the logo.



A SAMPLE TWO-COLOR REPORT COVER

APPLYING THE GRAPHIC STANDARDS: SAMPLE FOUR-COLOR POSTCARD

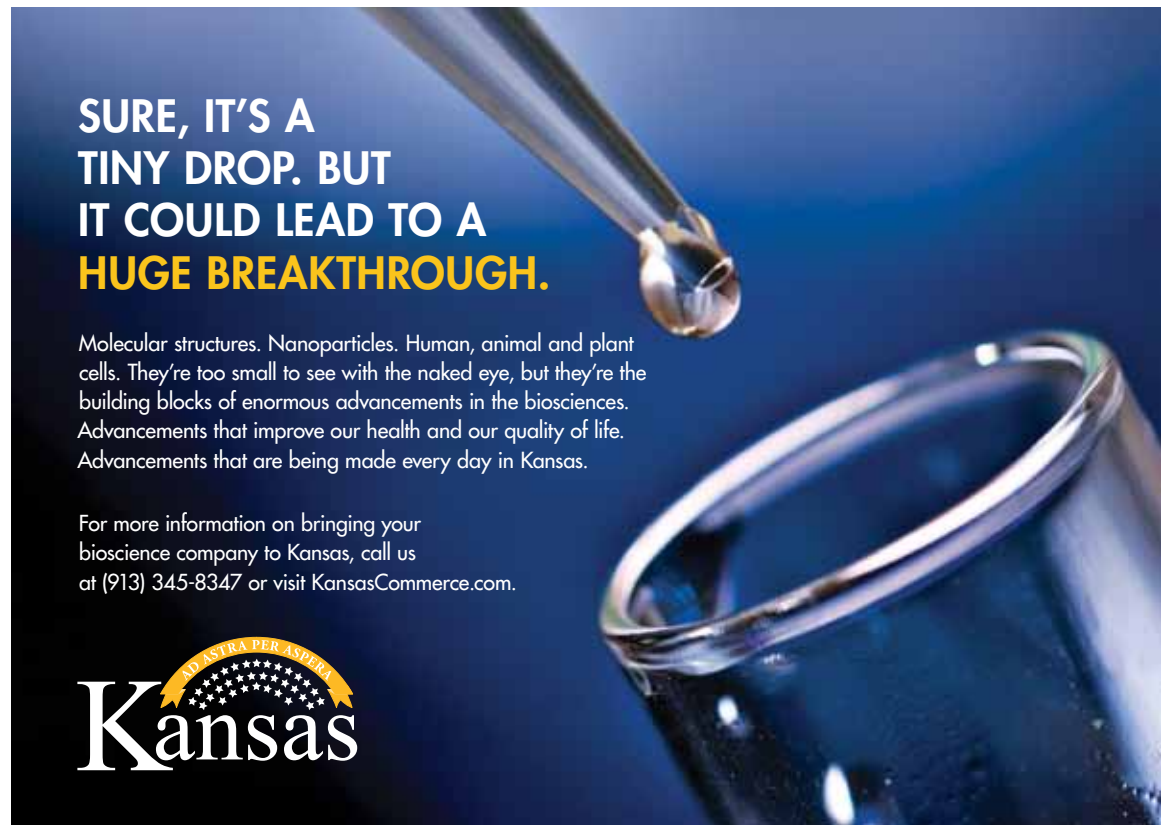
Typography:

In this example, the fonts are set in two weights of Futura: Futura Std Heavy and Futura Book.

Logo:

Here, the logo has been reversed out of the background. Use this option only if the background color or photo provides adequate contrast for it to be read clearly.

Always follow the rules of logo staging (see page 8) to provide enough clear space around the logo.



A SAMPLE FOUR-COLOR POSTCARD

APPLYING THE GRAPHIC STANDARDS: VISUAL RELATIONSHIP OF THE COMMERCE/AGENCY LOGO WITH ANOTHER LOGO

This page illustrates use of the Commerce logo when used in conjunction with a program logo.

Do it Yourself PROPERTY & BUSINESS DEVELOPMENT






Photo by Shawn Honea, IM Design Group

Todd Barman, National Trust Main Street Center
Pam Thayer, Rawlins DDA/Main Street
Dr. Jim Stephens, KSBDC

Thursday, August 6 • 9 a.m.–5 p.m.
Granada Theatre • 805 Commercial • Emporia, KS

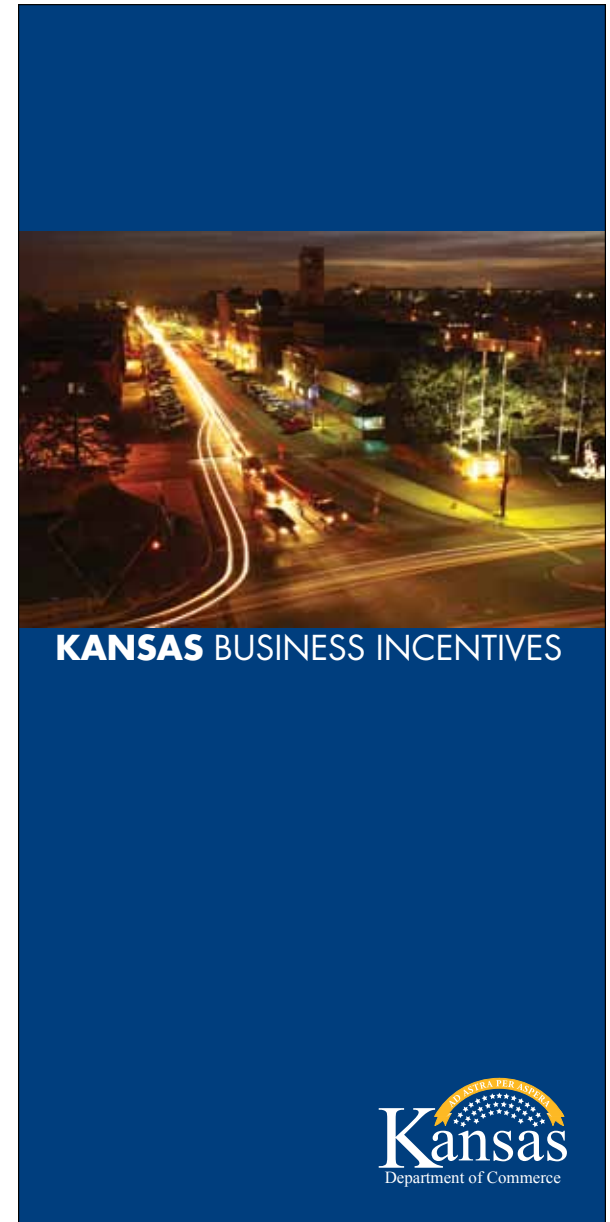
Presented by:

APPLYING THE GRAPHIC
STANDARDS (continued)



BOOKLET



BROCHURE